



Memorandum

To: ETP Policy Committee
Gretchen Newsom, Chairperson
Janice Roberts, Member
Rick Smiles, Member

Date: July 16, 2020

CC: Executive Staff
Peter Cooper, Assistant Director

From: Lis Testa, Policy Manager

Subject: ETP Policy Committee Meeting Agenda Item 4.a.
Proposal to Policy Committee Re: New Paid Family Leave Small Business Grant
Solicitation for Proposals

-
- I. Brief Issue Statement: At the June, 2020 Policy Committee meeting, the Committee approved the new Paid Family Leave Small Business Grant Guidelines to go to full Panel for approval in July. This approval will happen at next week's Panel meeting.

The CA state budget for FY 20/21 has passed, and the Paid Family Leave Small Business Grant was approved along with the budget.

As a quick summary, the state budget for FY 20-21 grants ETP \$1M, and for each following FY, to institute the "Paid Family Leave Small Business Grant". This new grant, which will be initiated as a pilot program through ETP, will take the form of three grants to what could be considered MECs, to provide small businesses with less than 10 employees up to \$500 for each employee utilizing the Paid Family Leave (PFL) Program.

- II. Background Information: Now that the state budget has been passed, including the funding for the PFL SB grant, and we have guidelines for the grant that have been approved by Committee and are pending Panel approval next week, the next step in implementing this new program is to finalize the actual Solicitation for Proposals for this grant.

The Committee approved Guidelines for the Paid Family Leave Small Business Grant are attached for reference.

The draft of the Solicitation for Proposals for the Paid Family Leave Small Business Grant are also attached. In developing the Solicitation for Proposals (SFP) for this grant, ETP considered such items as: a scoring rubric for the SFP, the required data that must be collected by the awardees, the reporting requirements of the awardees, the administration

% that should be allowed for the awardees, the way funding will be distributed to the awardees (lump sum, installments, etc), and the content of any documents and/or templates that will be needed to develop, award, and administer this grant.

Assuming Panel approval of the Grant Guidelines next week, and Committee's approval today of this draft SFP, the next step in the process will be to bring the SFP to Panel in August for approval. The SFP will also need to be vetted by Labor Agency. Additionally, the behind the scenes logistical work of setting up a new account and funding code for the grant funds, and transferring the funds will be ongoing during this time. Once we have the funds in place, and all the necessary approvals for the Grant Guidelines and SFP, we can then release the SFP and begin to collect applications.

Hopefully, this same format can be used every year for the Grant, however, revisions can always be made for following years if we experience any bumps in implementation along the way, or if the funding situation changes.

III. Recommendation

Request approval of the draft Solicitation for Proposals for the Paid Family Leave Small Business Grant, to be moved to Panel for full approval in August, assuming passage of the Grant Guidelines at the July Panel meeting, and approval for ETP staff to continue with needed Grant implementation activities.

NOTICE OF AVAILABILITY OF FUNDS

by the Employment Training Panel

***Paid Family Leave Small Business Grant
(PFL SB Grant)***

SOLICITATION FOR PROPOSALS (SFP)



September, 2020

The Employment Training Panel is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for services, aids, and/or alternate formats need to be made by contacting Michael Cable at (916) 327-5422, or Michael.Cable@etp.ca.gov, or sending written notice to Michael Cable at Employment Training Panel, 1100 J Street, 4th Floor, Sacramento, California 95814.

EMPLOYMENT TRAINING PANEL
PAID FAMILY LEAVE SMALL BUSINESS GRANT (PFL SB GRANT) SOLICITATION FOR PROPOSALS
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Proposal Package Instructions and Forms

The following contains the Paid Family Leave Small Business Grant (PFL SB Grant) Solicitation for Proposals (SFP) required forms. Applicants should carefully read the SFP for the required elements and follow the proposal instructions (included on the Project Proposal Narrative) in order to meet proposal application requirements.

- [SFP Form SIG – Signature Page](#)
- [SFP Form PN – Project Proposal Narrative](#)

Additional Forms for use during grant period, provided here for reference

- Mid-Term Grant Report Form
- Final Grant Evaluation Form
- Data Collection Form/Participating Employer Listing

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Section 1 – Overview

A. Purpose

The California Employment Training Panel (ETP) and the California Labor and Workforce Development Agency (LWDA), announces the availability of up to \$1,000,000 in California State General Fund dollars, for Multiple Employer organizations to outreach to California Small Businesses impacted by the Paid Family Leave Program, in order to help offset the costs incurred when training employees to cover the duties of the individual utilizing Paid Family Leave.

The PFL program allows California workers to take paid leave to bond with a new child (through birth, adoption, or foster care) or to care for a seriously ill family member. Beginning July 1, 2020, this leave has been expanded from six to eight weeks. Additionally, the program is also expanding the 12 week non-paid protected leave to all businesses, regardless of business size.

Businesses that are impacted by the PFL program will have increased costs such as: training and upskilling existing staff to cover the duties of the employee on PFL, hiring and training additional staff to cover the duties of the employee on PFL, and the marketing, recruitment, and training costs to cover these activities.

The grant funds will be available for Multiple Employer groups who are well positioned to outreach to California Small Businesses who are being impacted by at least one employee utilizing the Paid Family Leave Program. Small businesses and individuals are not eligible to apply.

The PFL SB Grant will provide to California Small Businesses of less than 10 employees \$500 for each employee who is utilizing the PFL Program, to help offset the costs involved with training other employees to cover the duties of this individual on leave.

B. Eligibility

Grant Awardees: The ETP PFL SB Grant will be open to Multiple Employer Contractors (MECs) who can demonstrate a strong pre-existing relationship with CA small businesses. For example, Chambers of Commerce, Community Colleges, and Professional/Trade Organizations. Standard ETP eligibility criteria will apply.

Participating Employers: CA small businesses with less than 10 employees who have at least one employee utilizing the CA PFL Program. Businesses must be registered to do business in

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the State of CA and be in active status with the CA Secretary of State's Office, and have an active California Employer Account Number (CEAN) under which their employees are listed for payroll.

Applicant Requirements

Only one application/proposal will be accepted from each MEC.

Strong business partnerships are an essential element of the goal of the PFL SB Grant, with the MEC grant awardees undertaking in extensive outreach to identify small businesses impacted by the PFL program.

Each applicant must identify their connections to small businesses in their service areas, and describe their plans to outreach to these businesses to determine if they have been impacted by the PFL program, and to solicit their participation in the grant in order for them to obtain reimbursement.

Data Collection Requirements

MEC awardees will provide the following information at minimum twice yearly to ETP:

Information required from MEC Grant Awardees:

- Awardee contact name, email, and phone
- Awardee's Legal Name
- Awardee's main location address
- Number of small businesses served
- Number of individuals utilizing PFL per small business served
- Funding amount distributed to each small business over the course of the grant

Information Required from Participating Small Businesses:

- Company's California Employer Account Number (CEAN)
- Company's Legal Name
- Company's main location address
- Company's North American Industry Classification System (NAICS) code
- Company contact name, email, and phone number
- Name of individual(s) utilizing PFL
- Sex of individual(s) utilizing PFL
- Nature of PFL: either for bonding or to care for a sick family member

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C. Funding Availability

Through this SFP, \$1,000,000 is available for FY 20/21, and for each year thereafter.

Award Amounts:

- \$500 per individual utilizing the CA PFL Program.
- Any given Small Business may have more than one employee utilizing PFL at any given time, so award per small business may be in increments of \$500 up to \$4,500, with most award amounts averaging \$500 or \$1,000 per small business.
- Total MEC award amount: between \$250,000 and \$500,000, based on demonstrated demand and available funding.

Disbursement:

- Lump sum award granted to MEC awardees at the beginning of their grant term, based on projected estimates of number of individuals utilizing PFL to be served, as contained within the grant application.
- MEC awardees will distribute funding to small businesses as they are signed up to participate in the grant, once the number of employees utilizing PFL has been established.
- MEC awardees will track number of small businesses and individuals utilizing PFL over the course of the grant (see Data Collection Requirements above and below)

Please note: *If, for any reason, the funds either do not become available or are reduced due to budgeting/fiscal/administrative reasons, the State shall have no liability to pay any funds or to furnish any other considerations under this SFP, and no awardee will be obligated to perform any provisions of this SFP.*

D. Allowable Uses of Funds

MEC grant awardees may take a maximum of 13% of their award amount for administrative fees to cover the costs involved in administering the grant.

MEC grant awardees may also take a maximum of 12% of their award amount in support costs for use in marketing and advertising to small businesses for participating in the grant.

All other grant funds must be distributed to the eligible participating small businesses, in the amount of \$500 per employee utilizing the Paid Family Leave Program.

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E. Length of Project

The performance period for projects awarded under this SFP will be up to 12 months, with an additional month dedicated to the final grant reporting requirements. No obligation or commitment of funds will be allowed prior to or beyond the grant period of performance. Any grant funds not expended during the grant agreement period shall be returned to the state.

It is expected that the first one to two months of the project will be used for grant organization and start-up, including the identification of small businesses impacted by the PFL Program to participate in the project.

Section 2 – Significant Dates

Event	Date *
SFP release	September 15, 2020
Last date to email questions to ETP	October 9, 2020
Last date for ETP to respond to questions	October 13, 2020
Proposals due	October 15, 2020 by 5:00 p.m. PT
Proposal review and evaluation	October 16 - 22, 2020
Award announcements	October 23, 2020
Estimated project start date	November 1, 2020

***Note** – All dates after the final proposal submission deadline are approximate and may be adjusted as conditions dictate, without addendum to this SFP.

Section 3 – Questions and Answers

Any questions regarding completion of this SFP should be directed to Elisabeth Testa via email at Elisabeth.testa@etp.ca.gov. Questions must be received by 5:00 pm October 9, 2020. Email responses will be sent by 5:00 pm October 13, 2020.

Section 4 – Proposal Submission Instructions

Proposal Deadline

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The deadline for the **receipt** of proposals is **Thursday, October 15, 2020, by 5:00 p.m. PT – late proposals will not be accepted**. The date or time on a postmark or other courier's documentation is irrelevant to satisfying the submission deadline. **Exceptions will not be allowed and there is no appeal for not meeting the proposal deadline.**

All proposals, whether mailed, delivered by email, courier service, or delivered in person by the applicant, **must be received on or before 5:00 p.m. PT, October 15, 2020**. The ETP will accept in-person or courier-delivered proposals between 8:00 a.m. and 3:00 p.m. daily, excluding Saturdays, Sundays, and State holidays, through October 15, 2020. *Preferred submission method is via email, given COVID-19 concerns.*

Documents required in the proposal submission are listed in Section 5.B., Format and Document Order.

Proposal Delivery Method and Addresses

Proposals may be submitted by email, mail, courier service, or delivered in person by the applicant.

Submission Address:

ATTN: PFL SB SFP –
Elisabeth Testa
MIC 64
Employment Training Panel
1100 J St, 4th Floor
Sacramento, CA 95814
Elisabeth.testa@etp.ca.gov

Section 5 – Required Proposal Content

All proposals must adhere to the required format in order to be competitive and must include all of the requested information, completed forms and attachments. The proposal must meet the minimum requirements listed below. **Proposals that do not adhere to the minimum requirements will not be scored or considered for funding.** Applicants must use the specific instructions and complete all requested forms included with this SFP.

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A. Minimum Requirements

1. Applicants must demonstrate their existing connections to small businesses within their service areas. Applicants must also describe how they will outreach to and obtain participation from small businesses that are eligible to participate in the grant. Applicants must complete the accompanying **Project Proposal Narrative (SFP Form PN)**. Applicants must also complete the **Signature Page (SFP Form SIG)**.
2. Grant awardees must complete the **Data Collection Form/Participating Employer Listing Form**. This form will collect information on each of the small businesses participating in your grant project. See **Section 7C. Reporting** of this SFP for more information on this requirement.
3. During the grant period, awardees will need to provide a **Mid-Term Grant Report**, which will include summary information on grant activities to date. Mid-Term Grant Reports will cover the first half of the grant term (11/01/2020 – 5/01/2021), and are due no later than **May 31, 2021**. See **Section 7C. Reporting** of this SFP for more information on this requirement.
4. At the conclusion of the grant period, awardees will need to complete the **Final Grant Evaluation Form**, which will provide a summary of outcomes, grant activities, small business and PFL participant demographics. The **Final Grant Evaluation Form** is due no later than 30 days post conclusion of grant activities, and no later than **November 30, 2021**. See **Section 7C. Reporting** of this SFP for more information on this requirement.
5. Awardees will need to be available to present at a fall, 2021 ETP Panel meeting (most likely in September or October, 2021), where they will present their grant activities and successes to the ETP Panel. Presentations will be short (5-10 minutes). If needed, ETP will limit the number of awardees that present at Panel to meet time constraints. The Panel meeting date will be finalized by July 1, 2021, and may be held in person in Sacramento or remotely via Zoom.
6. Applicants can submit a proposal for up to \$500,000, with awards amounts between \$250,000 and \$500,000. Three grants will be awarded. Final awards may be adjusted depending on demand from applicants. Please consider the following when determining the amount requested:

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Amount Requested	Number of Small Businesses/Individuals Utilizing PFL
\$500,000	83-750/750
\$250,000	42-375/375

8. Applicants should also consider the requirements listed below. Proposals that do not adhere to these requirements will be scored; however, **for each requirement not met, a penalty will be assessed as detailed below.**

Other Requirements	Penalty
1. Proposal narrative (SFP Form PN) is limited to five (5) pages double spaced (additional pages will be removed and not included in the review and scoring). Required Signature Page (SFP Form SIG) is not included in this page limit.	3 points deducted
2. Proposal narrative font must be Calibri and no smaller than 12 point.	2 points deducted

B. Format and Document Order

Applicants must use the specific instructions and complete all requested forms included in the SFP announcement. If you have any questions regarding the proposal package, please email ETP Staff at Elisabeth.testa@etp.ca.gov.

The following chart lists the order of documents that must be included in the proposal package. This may also be used as a checklist to help ensure submission of a complete grant package.

1. Signature Page (SFP Form SIG)	<input type="checkbox"/>
2. Proposal Narrative (SFP Form PN limited to 5 pages) The SFP Form PN includes the following sections:	<input type="checkbox"/>

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I.	Statement of Need		
II.	Targeted Group		
III.	Project Work Plan		
IV.	Organizational Background		
V.	Outputs and Outcomes		
VI.	Budget Summary Narrative and Plan		

Section 6 – Award and Contracting Process

A. Proposal Evaluation and Recommendation for Funding

Proposals will be scored and ranked by teams of independent reviewers based on the criteria set forth in this SFP. The scoring value of each section of the SFP is as follows:

Criterion	Maximum Points
PN Section I – Statement of Need	5
PN Section II – Targeted Group	5
PN Section III – Project Work Plan	30
PN Section IV – Partnerships	20
PN Section V – Outputs and Outcomes	30
PN Section VI – Budget Summary Narrative and Plan	10
Minimum and Other Requirements Total Maximum	100

The ranked scores will serve as the primary basis for making recommendations for funding in conjunction with other factors, such as geographic distribution of funds, uniqueness, and innovative aspects of the proposal. Only those proposals deemed to be meritorious and in the best interests of the state will be recommended for funding. After completion of the evaluation process, funding recommendations will be made to the ETP Panel. The full ETP Panel will make all final funding decisions. Awards will be announced **October 23, 2020**. Awardees will be

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expected to present the outcomes of their grants to the full ETP Panel at one of their monthly meeting fall, 2021, date tbd.

B. Notification of Recommendation for Funding

The state expects award decisions to be announced by October 23, 2020.

C. Appeal Process

A proposal may be disqualified for not meeting the application requirements under Section 5.A of this SFP. An appeal of the disqualification decision may be filed.

There is no appeal process for not meeting the proposal submission deadline.

Final funding decisions cannot be appealed.

The application requirements, which are listed in Section 5.A of this SFP, are those conditions that must be met in order for the proposal to be forwarded for evaluation and scoring. Proposals that do not meet the minimum requirements will be disqualified.

The ETP will send disqualification emails/letters to applicants no later than Friday, October 30, 2020. Appeals must be received at the ETP office by Monday, November 30, 2020, no later than 3 p.m. PT. **The date or time on a postmark or other courier's documentation is irrelevant to satisfying the appeal deadline**

The appellant must submit the facts in writing. The review will be limited to the information provided in writing. **To be considered for review, the appeal must contain the following information:**

- Appealing organization's full name, address, contact name and title, contact's email address, and telephone number.
- A brief statement of the reasons for appeal, including citations to the SFP and pertinent documents.
- A statement of the relief sought.
- Original signature of the authorized signatory authority of the organization.

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The appellant must provide a copy of the appeal email/letter and the supporting documents to the ETP. **Appeals received after 3:00 p.m. PT on Monday, November 30, 2020, will not be considered.** The ETP will respond in writing to appeals by Friday, January 15, 2021. The review and response will be limited to determining whether the proposal met the application requirements of the SFP. The ETP will accept appeals by email, mail, courier, or in person at:

ATTN: STEPS SFP APPEALS
Elisabeth Testa, MIC 64
Employment Training Panel
1100 J St, 4th Floor
Sacramento, CA 95814
Elisabeth.testa@etp.ca.gov

D. Contracting

The ETP will contact the awardees to finalize agreement/contract details. In some cases, the ETP may request that the agreements/contracts incorporate changes to the original project proposals. After the agreement/contract negotiations, if any, the ETP will mail (or email for signature using DocuSign) the agreement/contract to the awardees for signature. The state expects agreement/contract negotiations to begin in October 23, 2020 with a project start date estimated as early as November 1, 2020.

Section 7 – Administrative Requirements

A. Monitoring and Audits

Awardees may be audited by the state, in accordance with existing policies, procedures, and requirements governing the use of State General Funds. Awardees are expected to be responsive to all such requests, provide reasonable and timely access to records and staff, facilitate access to subcontractors, and communicate with reviewers in a timely and accurate manner. Additionally, the ETP has the right, during normal business hours, to examine or audit any and all records, papers, and documents related to the delivery of services, including accounting source documents, under the PFL SB Grant.

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B. Record Keeping

Awardees will be required to maintain project and fiscal records sufficient to allow federal, state, and local reviewers to evaluate the project effectiveness and proper use of funds. The record keeping system must include both original and summary (e.g., computer generated) data sources. Awardees will retain all records pertinent to this contract for a period of three years from the date of final payment of this contract.

C. Compliance

All funds are subject to their related State statutory and regulatory requirements. Any payment under the PFL SB Grant is valid and enforceable only if sufficient funds are appropriated in the State Budget Act for the relevant Fiscal Year. Any payment under the PFL SB Grant is subject to any additional restrictions, limitations, or conditions imposed by the Legislature. If sufficient funds are not appropriated or otherwise made available for disbursement from the ETP, then the ETP's liability for payment shall be limited to only those funds appropriated and made available for payment.



Employment Training Panel

EMPLOYMENT TRAINING PANEL

Paid Family Leave Small Business Grant (PFL SB Grant) 2020

PROJECT PROPOSAL NARRATIVE

(Limited to 5 pages with 1" margins, 12 point Calibri font, double-spaced and one-sided)

Organization (Applicant) Name:

Address:

Designated Contact Person and Title:

Phone:

Email:

Section I. Statement of Need (5 Points)

Describe the need your organization has for the intended population of small businesses, and how these SFP funds will aid in serving this population.

Section II. Targeted Group (5 Points)

Describe how many small businesses and individuals your organization plans to serve under this grant. Provide demographic information as possible.

Section III. Project Work Plan / Proposed Strategic Approach (30 Points)

Describe how your organization will implement the SFP grant funds. Include information on your organization's existing connections to small businesses in your service area, outreach to small businesses, and your organization's strategy for identifying and soliciting participation from small businesses impacted by the PFL program that will participate in this grant.

Section IV. Organizational Background (20 Points)

Provide a description of your organization's history, vision, and mission, and examples of some of the typical work your organization is involved in. You may also include a description of any partnerships or networks that your organization participates in.

Section V. Outputs and Outcomes (30 Points)



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Please indicate expected outputs and outcomes for the grant period, including: number of small businesses served, and number of individuals served. Please also describe any small businesses that you have already identified as possible participants in your grant project, and how these funds can help them.

Section VI. Budget Summary Narrative and Plan (10 Points)

Grant amounts are calculated on a cost per individual served at \$500/individual, with small businesses with under 10 employees receiving between \$500 and \$4,500 in \$500 increments. Additionally, 13% of your total grant award may be designated towards administrative fees, and 12% for support costs. Please provide a budget summary for your grant request, including planned amount of administrative and support costs, planned number of small businesses to be served, and planned number of individuals to be served, along with a cost breakdown for each of these line items within your total requested grant award amount.

CALIFORNIA EMPLOYMENT TRAINING PANEL
Paid Family Leave Small Business Grant (PFL SB Grant) 2020

SIGNATURE PAGE

Paid Family Leave Small Business Grant (PFL SB Grant) 2020	Funding	
	Requested Funding	\$
Organization (applicant) Name:		
Address:		
City and Zip Code:		
County:		
Designated Contact Person and Title: <input type="checkbox"/> Mr. or <input type="checkbox"/> Ms.		
Phone: Fax: Email:		
Type of Organization (Check one)	<input type="checkbox"/> Local Workforce Development Board <input type="checkbox"/> Chamber of Commerce <input type="checkbox"/> Community College <input type="checkbox"/> Professional Trade Organization	
IRS Tax ID Number:	CA Tax ID Number:	
Proposal Title:		
Approval of Signatory Authority		
Name:		
Title:		
Signature X	Date X	



EMPLOYMENT TRAINING PANEL
Paid Family Leave Small Business Grant (PFL SB Grant) 2020
MID-TERM GRANT REPORT

Organization (Applicant) Name:

Address:

Designated Contact Person and Title:

Phone:

Email:

- 1) Please complete the following table. Include the following information: planned number of small businesses to be served, actual number of small businesses served, total individuals planned to be served, total individuals served actual, total funding granted, total funding used. You may add additional lines to the table as needed.

Category	Planned	Actual
Small Businesses (to be) served		
Total Individuals served		
Total Funding		

- 2) Please provide a brief narrative of a paragraph or two that summarizes the activities of your grant to date. Include information on the amount of your total grant that was expended, and a demographic summary of your small businesses and individuals served. You may also include any changes to your original plan, if any.
- 3) Please include a copy of your **Data Collection Form/Participating Employer Listing Form**.



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Paid Family Leave Small Business Grant (PFL SB Grant) 2020
FINAL GRANT EVALUATION FORM

Organization (Applicant) Name:

Address:

Designated Contact Person and Title:

Phone:

Email:

-
- 1) Please complete the following table. Include the following information: planned number of small businesses to be served, actual number of small businesses served, total individuals planned to be served, total individuals served actual, total funding granted, total funding used. You may add additional lines to the table as needed.

Category	Planned	Actual
Small Businesses (to be) served		
Total Individuals served		
Total Funding		

- 2) Please provide a brief narrative of no more than two (2) additional pages that summarizes the outcomes and activities of your grant. Include information on the amount of your total grant that was expended, and a demographic summary of your small businesses and individuals served. You may also include lessons learned and/or highlight the successes of the grant for your small businesses.
- 3) Please include a copy of your **Data Collection Form/Participating Employer Listing Form**.

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Data Collection/Participating Employer Listing Form

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[illegible]

Add your MEC name to Row 3

There is no need to enter a single small business multiple times, if they have more than one employee on PFL.

In these instances, simply list all employees on PFL in separate rows under one small business entry. See example below.

Example:

Small business name	Name of Employee on PFL	Gender of Employee on PFL	Nature of PFL	Amount Dispersed	Date Dispersed	Total Dispersed to Small Business
ABC Co	Mary Jones	F	New child	\$500	4/15/2021	\$500
Flowers Inc	Jim Smith	M	New child	\$500	3/12/2021	
	Ted Johnson	M	Sick Family Membe	\$500	1/25/2021	\$1,000
				\$1,500		\$1,500

Please provide a total amount dispersed, either at the bottom of the Amount Dispersed column K, or the Total Dispersed to Small Business column M, or both.

Adjust column width as necessary.

Paid Family Leave Small Business Grant

Guidelines

BACKGROUND:

The PFL program allows California workers to take paid leave to bond with a new child or to care for a seriously ill family member. Beginning July 1, 2020, this leave has been expanded from six to eight weeks. The current proposed budget also expands the 12 week non-paid protected leave to all businesses, regardless of business size.

Businesses that are impacted by the PFL program will have increased costs such as: training and upskilling existing staff to cover the duties of the employee on PFL, hiring and training additional staff to cover the duties of the employee on PFL, and the marketing, recruitment, and training costs to cover these activities.

The Paid Family Leave Small Business Grant, as indicated by the Governor's Office, will take the form of grants to three (3) entities who will then distribute and administer the grant funding to small California businesses with less than 10 employees who have at least one employee utilizing the PFL Program. Each business may receive up to \$500 per employee utilizing PFL to help cover any of the costs of training other employees to take over the duties of those out on PFL.

ETP has the authority to enter into this process based on our governing statute, Unemployment Insurance Legislation codes 10200-10217:

- 10205(b)(4): which directs the Panel to develop strategies "...that may include ... pilot demonstration projects designed to identify potential barriers that small businesses may experience in accessing Panel programs and workforce training resources, including barriers that may exist within small businesses."
- 10215: which states that "...the funding of individual project grants by the Panel may take the form of... direct grants to the employer..."
- 10214.6: which states that the Panel may implement "...one or more alternative fund programs to reimburse the cost of training consistent with the purposes of this part, using funds from a source other than the employment training tax. The alternative funds may be from any federal, state, or local governmental entity, as appropriated in statute or other means...."



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GUIDELINES:

Projected Dates:

- Solicitation for Proposals (SFP) release: 9/1/2020 – 9/15/2020 (and each year thereafter)
- SFP Submission Deadline: 9/30/2020 – 10/15/2020 (and each year thereafter)
- Grant term: One year: 10/15/2020 or 11/1/2020 – 10/14/2021 or 10/31/2021 (and each year thereafter)
- Mid-year report on Yearly Grant Activities, including submission of data elements: 4/30/2021 (and each year thereafter)
- Final Report on Yearly Grant Activities, including submission of data elements: 11/30/2021 (and each year thereafter)

Funding:

- \$1M in General Fund dollars, beginning in FY 20-21 and each year thereafter.
- As an alternative source of funding, General Fund dollars will be given a unique funding code,

Number of Grantees: 3

Award Amounts:

- \$500 per individual utilizing the CA PFL Program.
- Any given Small Business may have more than one employee utilizing PFL at any given time, so award per small business may be in increments of \$500 up to \$4,500, with most award amounts averaging \$500 or \$1,000 per small business.
- Award amount: between \$250,000 and \$500,000, based on demonstrated demand and available funding.

Disbursement:

- Lump sum award granted to awardees at the beginning of their grant term, based on projected estimates of number of individuals utilizing PFL to be served, as contained within the grant application.
- Awardees will distribute funding to small businesses as they are signed up to participate in the grant, once the number of employees utilizing PFL has been established.
- Awardees will track number of small businesses and individuals utilizing PFL over the course of the grant (see Data Collection Requirements below)

Eligibility:

Grant Awardees: The ETP PFL Grant will be open to Multiple Employer Contractors (MECs) who can demonstrate a strong pre-existing relationship with CA small businesses. For example, Chambers of



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Commerce, Community Colleges, and Professional/Trade Organizations. Standard ETP eligibility criteria will apply.

Participating Employers: CA small businesses with less than 10 employees who have at least one employee utilizing the CA PFL Program. Businesses must be registered to do business in the State of CA with the CA Secretary of State's Office, and pay their employees via W-2, rather than as independent contractors via 1099's.

Data Collection Requirements:

Information required from Grant Awardees:

- Awardee contact name, email, and phone
- Awardee's Legal Name
- Awardee's main location address
- Number of small businesses served
- Number of individuals utilizing PFL per small business served
- Funding amount distributed to each small business over the course of the grant

Information Required from Participating Employers:

- Company's California Employer Account Number (CEAN)
- Company's Legal Name
- Company's main location address
- Company's North American Industry Classification System (NAICS) code
- Company contact name, email, and phone number
- Name of individual(s) utilizing PFL
- Sex of individual(s) utilizing PFL
- Nature of PFL: either for bonding or to care for a sick family member

Administration Costs:

- Capped at 13% for each grant awardee.
- ETP will not take an administrative fee.

Support Costs:

- Capped at 12% per grant awardee.
- Support costs are used to aid the MEC grant awardee in marketing and advertising to small businesses for participating in the grant.

Training Curriculum:

- Small businesses may train in any subject and with any training delivery method that will serve their needs. Small businesses do not need to report on training subjects, delivery methods, or dates of training.

Mid-Term Report Requirements:

Summary of grant activities to date, including:

- Number of Small Businesses Served
- Data elements listed in Data Collection Requirements area above
- Financial reporting of total award dollars disbursed to date, in aggregate and per small business/employee utilizing PFL
- Narrative summarizing grant activities to date

Final Term Report Requirements:

Summary of all grant activities, including:

- All data elements from Data Collection Requirements area above
- Final financial reporting, listing funding dispersed to each small business/# of businesses served/# of employees utilizing PFL, and in aggregate, totals of admin and support costs used
- Expanded narrative summarizing grant activities

ETP Panel Presentation:

Awardees will need to be available to come to a fall, 2021, and each year thereafter, Panel Meeting where they will present their grant activities and successes to the Panel at the Panel's regularly scheduled meetings. Presentations will be short (5-10 minutes). If needed, ETP will limit the number of awardees that present at Panel to meet time constraints.

SFP Packet Contents:

The SFP Packet will contain the following, at minimum:

- Description of grant purpose
- Dates associated with the grant (ie: application acceptance, Panel presentation dates, etc)
- Outline of requirements for award amounts and disbursement, eligibility, data collection requirements, administrative and support costs, curriculum, mid and final grant reports, and Panel presentations
- Templates for the grant application, mid and final term grant reports, data collection sheets, participating employer sign-up form examples, and financial accounting template example
- Contact information at ETP for questions and customer service